

Submitting a Vaccine Order in KSWebIZ

Important things to note...

- Vaccines are split by the package – not the total number of doses
- Frozen vaccines cannot be split
- You cannot have a duplicate vaccine product or NDC code on your order form – the registry will not allow you to submit an order
- If you are wishing to order CHIP and VFC funded vaccine that is the same product and NDC, you will have to order the vaccine split
- Be sure to select *Submit to VFC Program* when your order is complete

Placing an order...

1. Proceed to the order form as usual
 - a. Select *Vaccine Order*
 - b. Select *Add New Order*
 - c. Select your clinic from the dropdown
 - d. Select *Next*
 - e. Confirm your shipping information
 - f. Select *Next*
 - g. Begin typing the name of the vaccine product you wish to order & select it when you see it

PROVIDER: KANSAS WEBIZ TRAINING, CLINIC: KANSAS WEBIZ TRAINING

Vaccine Order

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand
Vaccine Order Details

Edit

Submit to VFC Program Update Cancel

View Vaccine Inventory Reconciliation

Clinic
KANSAS VTRCS TESTING CLINIC

Order Number Order Date Order Status Priority Reason Date Submitted to VTRCS

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging

DTAP | SKB | 55160-0810-52 | INFANRIX (10 PACK- 1 DOSE SYRINGES)

DTAP | SKB | 55160-0810-52 | Infanrix (10 pack- 1 dose syringes)

DTAP (Daptacel) | PNC | 49281-0286-10 | Daptacel (10 pack-1 dose vials)

DTaP-IPV (Pedia) | SKB | 55160-0811-52 | Pediarix (10 pack- 1 dose syringes)

DTaP-IPV (Pentac) | PNC | 49281-0510-05 | Pentacel (5 pack- 1 dose vials)

0 60.00

Delete Submit to VFC Program Update Cancel

Current Inventory On-Hand
Vaccine Order Details

- h. Intent should always be entered as Pediatric
- i. Enter the number of packages you wish to order
- j. If you wish to have the vaccine split...
 - i. Check the split box
 - ii. Specify your split preference

- iii. Select *Add to Order*
- iv. NOTE – vaccines are split by package, not total number of doses

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Vaccine Order

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Current Inventory On-Hand
Vaccine Order Details

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic
KANSAS VTRCKS TESTING CLINIC

Order Number: 20150601TESTER01 Order Date: 06/01/2015 Order Status: IN WORK Priority Reason: Date Submitted to VTrckS:

Clinic Comments:

VFC Program Comments:

Vaccine | Mfg | NDC | Brand/Packaging
DTAP SKB 50160-0810-52 INFANRIX (10 PACK- 1 DOSE SYRINGES)

Begin Typing A Vaccine, Manufacturer Code, NDC, or Brand/Packaging Here

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
PEDIATRIC	2	10	20	16.01	320.20

Funding Source: State PO: Split: ☐

VFC: 5 317: 0 State: 0 CHIP: 5 Total: 10/10

Add to Order

There are no vaccines in this order

Total Doses: 0 Total Cost: \$0.00

Delete **Submit To VFC Program** **Update** **Cancel**

Current Inventory On-Hand
Vaccine Order Details

- k. If you wish to order a full box of VFC, CHIP, or 317 (for Birth Hep B Hospitals ONLY)
 - i. Select that funding source
 - ii. Select *Add to Order*

PROVIDER: KANSAS WEBIZ TRAINING, CLINIC: KANSAS WEBIZ TRAINING

Vaccine Order

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand
Vaccine Order Details

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic
KANSAS VTRCKS TESTING CLINIC

Order Number: 20150601TESTER01 Order Date: 06/01/2015 Order Status: IN WORK Priority Reason: Date Submitted to VTrckS:

Clinic Comments:

VFC Program Comments:

Vaccine | Mfg | NDC | Brand/Packaging
POLIO-IPV IRC 49281-0940-10 IPOL (1 BASK - 10 DOSE VIAL)

Begin Typing A Vaccine, Manufacturer Code, NDC, or Brand/Packaging Here

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
PEDIATRIC	1	10	10	12.46	124.60

Funding Source: State PO: Split: ☐

VFC: 317: State: CHIP: Total: 10/10

Vaccine	Mfg	NDC	Brand/Packaging	Quantity of Intent Packages	Doses Per Package	Total Doses	Cost	Fund Type
DTAP	SKB	50160-0810-52	Infanrix (10 pack- 1 dose syringes)	PED 2	10	20	320.20	SPLIT
VFC	5	317	0	State	0	CHIP	5	Total 10/10

Total Doses: 20 Total Cost: \$320.20

Delete **Submit To VFC Program** **Update** **Cancel**

Current Inventory On-Hand
Vaccine Order Details